



THE MAGNET

ENCOMPASS Newsletter

Issue 14

January 15, 2008



ENCOMPASS Implementation

Sandbox Environment is Ready!

The ENCOMPASS Project Team has successfully implemented the mock production environment of ENCOMPASS. Agencies are strongly encouraged to enter the Sandbox environment and test the system. The Sandbox is an ENCOMPASS configured environment that agencies can use to continue practicing the exercises that were taught during the ENTAP training and can be used to test High-Volume and Voucher Build interface files. The sandbox is a converted copy of production from December 14, 2007.

We need your help to test the system. The ENCOMPASS Project team is offering structured testing sessions held in **Conference Center Room 15**. Assigned testers have been invited to test scripts and typical work. Assigned testers have been key testers in version upgrades. All users may participate in the Open Sessions (subject to open seats). Open sessions will have scripts. Users are encouraged to bring real work from their desks (daily, weekly, monthly, quarterly, occasional). See the schedule below to attend an open session. The calendar is also posted on the ENCOMPASS website.

In addition to testing the system in the Sandbox Environment, agencies should continue to execute Agency Implementation Plan activities, i.e., completing reconciliation, core/project mapping, and file format updates.

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Day	Date	Time	Description
Tuesday	1/15/08	10am – 12pm	Open Session
Tuesday	1/15/08	1:30pm – 3:30pm	Open Session
Wednesday	1/16/08	10am – 12pm	Open Session
Wednesday	1/16/08	1:30pm – 3:30pm	Open Session
Thursday	1/17/08	10am – 12pm	Open Session
Thursday	1/17/08	1:30pm – 3:30pm	Open Session
Friday	1/18/08	10am – 12pm	Open Session

Project Module Session

All Phase I, II, and III agencies must attend!

The ENCOMPASS Team has scheduled two Project Module sessions. These sessions will be held on:

- Wednesday, January 23, 2008 at 1pm in conference room 22
- Thursday, January 24, 2008 at 2pm in conference room B

It is heavily encouraged that someone from each Project agency attend one of the two sessions since new tasks will be discussed.

Current Project Module agency tasks include:

- Completing Sub-recipient project information
- Completing Parent-Child project information
- Completing Project and Activity attribute information
- Providing Grant Award letter to GMIS for new federal funding sources

All templates to the above mentioned tasks are located on the ENCOMPASS website (<http://myshare.in.gov/sba/encompass/default.aspx>). You can also find revised versions of the Capital Project Module Approach, Project Module Approach and Project Approach Decision Tree.

Updated Schedule

Please Note New Cutoff Dates

The ENCOMPASS Project Team continues to work towards the revised implementation schedule that was announced in December. Please make note of the following cutoff dates.

- February 19 – PeopleSoft shuts down
- February 27 – GEAC (AOS) shuts down

Agencies should continue to execute agency implementation plans until go live on March 3, 2008. These activities include balancing revenue and expenses, reconciling purchase orders, core/project mapping, and file format updates. If you have specific questions regarding your agency implementation plan, contact your OCM representative. If you are unsure who your agency representative is, please visit the ENCOMPASS website at (<http://myshare.in.gov/sba/encompass/default.aspx>) and click on Documents > Agency OCM Assignments.

ID Bills on ENCOMPASS

Submit ID Bill Template

The ENCOMPASS Project Team is collecting the chartfield strings you wish to use to receive these transactions (template is on the ENCOMPASS website under Documents > Chart of Accounts > ID Submission Template). Agencies will supply a default chartfield string for ID Bills to be charged to their Business Unit.

Please note that this ID Bill process is for standing reoccurring monthly charges such as the ID Bills currently sent by IOT, IDOA and State Personnel

Training

Workshops Have Been Scheduled

The ENTAP team has finalized the workshop schedule for January. ENTAP will offer the following workshops:

- ROC Workshop
- Approver Workshop
- Inquiry Workshop
- Receiver Workshop
- Navigation Workshop

Workshops will be one hour to one and a half hour long, with the exception of the ROC Workshop, which is three hours long.

The Core training schedule has been posted on the ENCOMPASS website. Core training includes Accounts Payable, General Ledger, and Account Receivables. These sessions are scheduled for a full day (9am – 4:30pm).

If you have already attended training and would like a refresher course, these courses will be offered the last week of January (January 28th – February 1st). Trainers will be available for Accounts Payable, General Ledger, and Account Receivables.

ENTAP will also be assisting agencies with Business Process Alignment. These assessments will help your agency determine if the business processes in place will function in the new system. If you would like to sign up for a session, contact Tina Travis at tina.travis@entap.com.

Internal Controls

Status Update

ENCOMPASS would like to thank you for your cooperation in turning in the role matrix template.

So far ENCOMPASS has received and approved 74 agencies' templates. Once your role template has been approved, GMIS will set up the roles in the Sandbox Environment. This will allow you to view the screens you have been approved to use.

If you are a NEW USER to PeopleSoft Financials, you will need to send a GMIS issue and follow normal procedures to set up an account. Future access requests in these modules will be checked against current access and approved prior to access given. These requests should be routed through the internal control address. If you have any questions regarding internal controls, contact Marilyn Rudolph.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.

ENCOMPASS Website Address: <http://myshare.in.gov/sba/encompass>

Please email us at:
encompass@sba.in.gov

If you have technical issues submit them to GMIS at
http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp